

## Timekeeping Policy for Wayne County

**Policy** - Wayne County employees will keep a record of all time worked as required by the Fair Labor Standards Act (FLSA). This policy is intended to promote accurate recordkeeping and orderly maintenance of employee timesheets.

**Purpose** – The purpose of timesheets is to provide a way for all employees to record their actual time worked according to FLSA guidelines. These policies and procedures are written to assure that you are paid fairly and, in a manner consistent with federal law and County policy. They serve to protect both you and the County from illegal labor practices.

### Definitions –

**FLSA** – A Federal law establishing the minimum wage rate, overtime pay, recordkeeping requirements, prohibiting gender base wage discrimination and child labor standards for full and part-time workers.

**Exempt Employee** – An employee who is not subject to the overtime provisions of the FLSA.

**Non-exempt Employee** – An employee who is subject to the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond forty in a workweek, excluding Sheriff's Department, Detention Center, and EMS non-admin.

**Work Week (EMS and 911 non-admin) – Begins at 7:00 AM Sunday through 6:59 AM Sunday**

**Work Week (all other departments)** – This period will be from 12:01 am Sunday through 12:00 am (midnight) Saturday.

**Timesheet** – A record showing actual hours worked each day, total hours worked weekly, any paid non-work benefits (annual leave, sick leave, compensatory time earned or used, etc.) and a total of hours worked and how any overtime hours were compensated.

**Record Retention** - All employee timesheets are to be retained for 30 years on the departmental level after the employee's separation.

**General Procedures** – Wayne County will provide a timesheet, which is our approved method of recording hours worked in a two-week period. Employees must record the time in and out for the day, the time taken for lunch breaks and any time you are away during the workday.

At the end of the week, if your timesheet total is more than 40 hours worked, eligible employees must be given compensatory time for the additional hours. This time may not be kept "off the books" and must be reported on your timesheet. At the end of the pay period, on the day specified by the supervisor, both the employee and supervisor must authorize the time worked by signing the timesheet. The supervisor will give the

completed and authorized timesheet to the Department Head, or other designated employee for final Payroll submission.

**Time Worked** - Time worked includes all the time that an employee is required to be performing duties for the county. Time worked is used to determine compensation for nonexempt employees. The following provisions are included as time worked:

- **Work away from premises or at home.** Work performed off the premises or job site or at home by a nonexempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless required or permitted to do so by their job description and with approval from their director or designee.
- **Travel for official work duties.** See the travel policy for information on reimbursement for mileage, expenditures, and per diem.

**Time Not Worked** - The following does not count as time worked:

- **Paid leave.** Approved paid absences, including sick leave, vacation leave, holiday leave, personal observance, Family and Medical Leave Act (FMLA) leave, military leave, jury, and court ordered witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.
- **Lunch or dinner periods.** Uninterrupted time off for lunch or dinner is not counted as time worked.

**Timekeeping** - All employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The department supervisor will review and then initial the time record before submitting it for payroll processing. In the event of an error in reporting time, employees must immediately report the problem to the department supervisor.

All employees are required to fill out a time sheet by the conclusion of each pay period.

**General Policies:**

1. The pay period starts at 12:01 on Sunday and ends at midnight on the following Saturday, except for EMS and 911 (see Work Week definition above).
2. Non-exempt employees are entitled to overtime pay at time and a half for any hours worked more than 40 in the pay period. Paid leave does not count toward hours worked.

3. Fractions of hours should be recorded in fifteen (15) minute segments. There is a 6-minute grace period to determine when the next quarter hour should be recorded on the timesheet.
4. Time sheet must always reflect actual hours worked as well as paid leave time (vacation, holiday and sick).
5. Failure of employees to submit a timesheet will result in receiving base pay; however, an accurate time sheet must be submitted subsequently.
6. Any errors will be corrected in a subsequent pay period.

**Recording Procedure for Non-Exempt Employees:**

1. Enter your name and the pay period week on the top of the form.
2. Under "Department" enter the area in which you work such as library, tax office, senior center, etc.)
3. Fill in the date and the time in and time out for each day worked. Enter an "x" for days off.
4. In the appropriate boxes on your time sheet, enter the appropriate in and out times. Also enter any holiday, vacation, sick leave, personal hours used. Use the "Comments" section for any explanatory notes. If you work on a holiday enter the hours worked in the "hours worked" box and enter your approved hours for holiday pay in the holiday box, such as "8.0" for a full-time employee.
6. Sign and date the time sheet and give it to your immediate supervisor. If you do not have an immediate supervisor, give your time sheet to Finance.
7. Fill out a separate sheet for each pay period.

**Recording Procedure for Exempt Employees**

Exempt employees are required to complete a record of all hours worked. Per 29 C.F.R. § 541.710, Wayne County requires that the timesheet include vacation or sick time taken to provide a minimum of 40 hours. Administrative leave, leave without pay, FMLA or Workers Comp leave, volunteer hours worked, holiday hours taken or worked, personal observance leave taken, time-off award or volunteer day taken, and bonus leave earned and taken for exempt employees shall also be included for recording purposes.